

Personnel Issues & You



UPPS Newsletter 2004-4

April 1, 2004

Changes to W-2 & Withholding

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Frankfort, Kentucky 40601*

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Suite 516, 502-564-7430*

*Office for Personnel Administration
Carl Felix, Executive Director
Suite 530, 502-564-2428*

*Office for Employee Relations
Suite 511, 502-564-7911*

*Office of Public Employee Health Ins.
Esteva Caise Draggs,
Executive Director
Suite 501, 502-564-0358*

*Department of Personnel Web Site
<http://personnel.ky.gov/>*

Recently the Department of Personnel met with Social Security staff and Revenue staff and it has been decided that all W-2's issued by the Commonwealth will include federal and state taxable wages. This includes aliens (green card employees) and non-resident employees. This means the Department of Personnel will be reporting wages, but these employees will still have the option of not having taxes withheld.

In addition, the Department of Personnel can no longer allow the use of exempt, withholding a set amount, or withholding a set percent as an option for FIT (Federal Income Tax) and SIT (State Income Tax) status. (Please refer to page 10.24 in your payroll manual.) Per Internal Revenue Service Publication 15, Circular E, revised January 2004: "The amount of any income tax withholding must be based on marital status and withholding allowances. Your employees may not base their withholding amounts on a fixed dollar amount or percentage." (Page 13, Circular E.)

The Department of Personnel is in the process of identifying affected employees and will get information to appropriate agencies so you may contact the employee and have a new W-4 / K-4 completed for updating the system (C Screen). The Department of Personnel will also be making corrections to the Payroll Manual.

New Insurance Company for Payroll Deduction

There have been 2 new insurance companies who have recently signed up for payroll deduction. Great American Life Insurance Company, reference number 1270 is authorized to offer Long Term Care and their frequency is 02. Union Central Life Insurance Company, reference number 1271 is authorized to offer Life and Disability-Long Term Insurance and their frequency number is 02.

1	Changes to W-2 & Withholding
1	New Insurance Company for Payroll Deduction
2	Reminder: Annual Leave Awards for Performance Evaluations
2	Invalid Health Insurance Refund Request Form
2	New Department of Personnel Phone List

Reminder: Annual Leave Awards for Performance Evaluation

Eligible employees who are on the payroll as of April 30, 2004 and who will have earned annual leave as a result of performance evaluation, will be credited with the additional annual leave by the Department of Personnel on April 30, 2004.

Invalid Health Insurance Refund Request Form

The Payroll Branch is experiencing problems reading the invalids that are hand-written and then faxed. This has resulted in checks being created for incorrect amounts. Therefore, Payroll is asking that the Invalid Health Insurance Refund Request Forms be typed. This will alleviate mistakes and speed up the process. Also, please make sure you give as much detail as you can when some money needs to be processed and some needs to be refunded, i.e. the employee is changing from single to parent plus process \$15.00 and refund \$6.00. If you have any questions, please contact Shannan Goodrich 502-564-6883 ext. 4119.

New Department of Personnel Telephone Listing

Attached is an updated telephone listing for the Department of Personnel. The list has been deleted from and added to several times and we have had requests from agencies to send it out again.

DEPARTMENT OF PERSONNEL TELEPHONE LISTING, APRIL 2004

OFFICE OF THE COMMISSIONER, SUITE 516, (4-7430)	
BOB RAMSEY Stephany Ivers, x 4011	Margaret Daniel, x 4004 Jodi Whitaker, x 4010
OFFICE OF ADMINISTRATIVE & LEGAL SERVICES	
DIRECTOR'S OFFICE (4-7430) Charice Hawkins, x 4006 Dave Holzwarth, x 4007 Burr Lawson, x 4008 Theresa "Terry" Wood, x 4088	SYSTEMS MANAGEMENT (ROOM 529, 4-0198) Brad Atkinson, x 4027 Jeanne Campbell, x 4028 Diane Collins, x 4029 Connie Gregory, x 4030 Travis Humphries, x 4031 Neal Lanham, x 4032 Susan Stinnett, x 4033 Joanna Warhus, x 4034 Beverly Wilhoite, x 4035 Ferlin Wright, x 4036 Vacant x 4037 Computer Room, x 4040, 4041, 4042, 4043, 4181
ADMIN. SERVICES Walt Gaffield, 4-7409, x 4021 Suzette Gash, 4-7409, x 4024 Susan Lynn, x 4022 Elinda Manley, 4-7409, x 4023 Vacant, x 4025	
STATE EEO Singer Buchanan, Jr., Jamilie Smith, x 4009 Bruce Trent, 573-0318, x 241	
GENERAL COUNSEL Sue Britton, x 4002 Dan Egbers, 4-7430	

OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE ROOM 501 (4-0358)	
DIRECTOR'S OFFICE Jackie Beach, x 4044 Tonya Brown, x 4186 J.R. Dobner, x 4063 Esteva Dragg, x 4047 Sharley Hughes, x 4049 Jill Hunter, x 4048 Dera Lindsay, x 4065 Marsha Morris, x 4050 James Ross, x 4046 Vacant, 4051	DATA ANALYSIS (4-9097) Jonathan Cordier, x 4064 Tara Moore, x 4071 Trent Murphy, x 4066 Eric Poston, x 4067 Brenda Roark, x 4068 Cindy Stivers, x 4069 Cindy Thomas, x 4070
MEMBER SERVICES ROOM 501 (4-6534) 888-581-8834 Glenn Brothers, x 4052 Cindy Dempsey, x 4053 Sharon Gilbert, x 4054 Merla Graves, x 4055 Mae Green, x 4056 Jerry Jones, x 4057 Susan Popp, x 4058 Donna Scott, x 4059 Clara Serafini, x 4060 Sandra Shelton, x 4061 Hannah Stanfield, x 4062 Vacant, x 4058	ENROLLMENT INFORMATION ROOM 503 (4-1205) Paula Chisholm, x 4072 Bess Crawford, x 4073 Reina Diaz-Dempsey, x 4074 Jessica Estes, x 4079 Cheryl Gay, x 4075 Sabrena Hockensmith, x 4076 Julia Hughes, x 4077 Lynn Jones, x 4078 Mamatha Kotha, x 4183 Philip Luckett, Sr., x 4080 Vickie Poole, x 4081 Jack Renfro, x 4082 Teresa Shipley, x 4083 Jeffrey Wile, x 4084 Christina Winans, x 4085 Scan Room, x 4079

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667 persdeferredcomp@ky.gov			
EXECUTIVE DIRECTOR Robert C. Brown Chris Helvey	INVESTMENT & RECORDS Pat Goodlett Connie Smith	PARTICIPANT SERVICES Floyd Boler Gayle Davis Jean Gloré	REGISTER, (4-6922) Melissa Baughn, x 4159 Roberta Brownlee, x 4160 Dorothy Burton, x 4161 Cheri Chambers, x 4162 Sharen Fogle, x 4163 Kay Goodwin, x 4164 Beth Hicks, x 4165 Sharon Smither, x 4166 Kay Wallace, x 4167 Lucy Wheeler, x 4168
PAYOUT COUNSELING Dick Ernst Julie Gordon Julia Holbrook	EXECUTIVE DIRECTOR Pat Goodlett Connie Smith	PARTICIPANT SERVICES Floyd Boler Gayle Davis Jean Gloré	REGISTER, (4-6922) Melissa Baughn, x 4159 Roberta Brownlee, x 4160 Dorothy Burton, x 4161 Cheri Chambers, x 4162 Sharen Fogle, x 4163 Kay Goodwin, x 4164 Beth Hicks, x 4165 Sharon Smither, x 4166 Kay Wallace, x 4167 Lucy Wheeler, x 4168

OFFICE FOR EMPLOYEE RELATIONS DIRECTOR'S OFFICE, SUITE 511 (4-7911)	
Vacant, x 4087	Kim Kain, x 4086

DIRECTOR'S OFFICE, SUITE 511 (4-6847) Bill Patrick, x 4104 Clark Rowland, x 4100 Darlene Stewart, (4-3433, x 4094)	LIFE INSURANCE ROOM 503 (4-4774) 800-267-8352 Gaye Adcock, x 4105 Michele Ellis, x 4106 Melinda Giles, x 4184 Joe Hughes, x 4107 Jeri Payton, x 4109 Kimberly Quinn, x 4111 Sharon Spencer, x 4110 Scan Room, x 4108
WORKERS COMPENSATION SUITE 511 (4-6847) Angela Gould, x 4096 Jeffrey Hockensmith, x 4097 Valerie McGrath, x 4098 Debbie Mitchell, x 4099 Donna Shelton, x 4101 Vickie Smitha, x 4102 Paula Spicer, x 4103 Melissa Tillman, x 4095	EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327 Mary Jane Cowherd, x 222 Doug Crowe, Sr., x 224 Barbara D. Henderson, x 225 Trina Jennings, x 223 Tammy Tyson, x 221

COMMUNICATIONS & RECOGNITION SUITE 511 (4-3433), 866-725-5463	
Timothy Harmon x 4093 Ivory Moore, x 4091	WORKPLACE RELATIONS Linda House, x 4092
COMMUNICATIONS Tina Goodmann, x 4188 Margaret Harney, x 4090	EMPLOYEE RECOGNITION Debbie Bohannon, x 4000 Mandi Flynn, x 4089

OFFICE FOR PERSONNEL ADMINISTRATION DIRECTOR'S OFFICE, ROOM 530	
Carl Felix (4-2428, x 4114)	Vacant (4-7571, x 4113)
EMPLOYEE RECORDS ROOM 533 (4-6464 or 4-6484)	
Kimberly Hatter, x 4116 Paul Herberg, x 4115 PAYROLL, ROOM 535 (4-6883) Gail Cooper, x 4118 Shannan Goodrich, x 4119 Carol Kelien, x 4120 Jo Ann McAlister, x 4122 Greg McGaughey, x 4123 Yvonne Mahoney, x 4121 Mike Rice, x 4124 Betty Warford, x 4125	George Gamble, (4-6873 x 4117, Rm 531) PROCESSING/FILES, ROOM 531 Carolyn Bruce, 4-6873, x 4126 Sissy Burnham, 4-6873, x 4127 Lisa Case, 4-6873, x 4128 Sandra Darneal, 4-6873, x 4129 Dena McGuire, 4-7543, x 4131 Donna Parker, 4-6873, x 4130 Vacant, x 4132 Scanner, x 4133

CLASSIFICATION & COMPENSATION 801 TETON TR (573-0318)	
Terry Sullivan, x 237	COMPENSATION Debbie Parido, x 232 Mark Thompson, x 226
CLASSIFICATION Jim Lambert, x 222 Peggy Brady, x 223 Carla Gray, x 225 Phyllis Harris, x 227 Vickie Hatchel, x 224 Marilyn Vance, x 233	PERFORMANCE MGMT (573-0325) Regina Edington, x 236 Regina Gravitt, x 235 Johnny Keene, x 234

STAFFING SERVICES SUITE 517 (4-6920)	
Mark White, x 4180	Rebecca Billings, x 4135 Vacant, x 4134, 4136
EMPLOYMENT COUNSELING (4-8030) Shona Alderson, x 4145 Scotty Barker, x 4146 Stuart Clark, x 4148 Kim Combs, x 4155 Mary Greenwell, x 4149 Freda Harris, x 4150 Galen Linville, x 4147 Marilyn Marshall, x 4151 James Mason, x 4152 Karen Neeley, x 4153 Rose Nipp, x 4154 Tracy Young, x 4156 Vacant, x 4157	APPLICANT PROCESSING (4-8030) Tina Black, x 4137 Nina Burger, x 4141 Deborah Cook, x 4157 Denise Driver, x 4138 Denise Jones, x 4139 Farrah Keith, x 4140 Amanda Sewell, x 4142 Robin Smith, x 4143 Flo Warner, x 4144
REGISTER, (4-6922) Melissa Baughn, x 4159 Roberta Brownlee, x 4160 Dorothy Burton, x 4161 Cheri Chambers, x 4162 Sharen Fogle, x 4163 Kay Goodwin, x 4164 Beth Hicks, x 4165 Sharon Smither, x 4166 Kay Wallace, x 4167 Lucy Wheeler, x 4168	STAFFING ANALYSIS (4-6702) Marina Alford, x 4169 Yvonne Beghtol, 564-7602, x 4170 Gay Lee, x 4171 Samuel Moore, Sr., x 4172 Neil Popplewell, x 4178 Kimberly Roush, x 4173 Kevin Shipp, x 4174 Holly Simpson, x 4175 Peggy Smith, x 4176 Vacant, x 4177, 4178, 4179

Class & Comp (Teton Trail)	FAX 573-0324
Commissioner's Office (Rm 516)	FAX 564-7603
Deferred Comp	FAX 573-4494
Employee Records (Rm 535)	FAX 564-5826
Employee Relations (Suite 511)	FAX 564-4311
OPEHI (Room 501)	FAX 564-5278
Health Insurance (Room 503)	FAX 564-1085
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Room 530)	FAX 564-9249
Performance Mgmt (Teton Trail)	FAX 573-0324
Staffing Services (Director's Office)	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Cnsel)	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
IDMS (Room 529)	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4015, 4016
Conference Room -- OPEHI	Handset x 4187, Speaker phone x 2019
Conference Room -- Teton Trail	573-0318, x 238
File Room -- Teton Trail	573-0318, x 239
Smoke Room -- Teton Trail	573-0318, x 242